

# Retention and Classification Report

**Agency:** Rich County (Utah). County Clerk (841)

Rich County Courthouse  
21 South Main, P.O. Box 218  
Randolph, UT 84064  
793-2415

## Records Officer

09914 Marriage license applications  
09913 Marriage licenses

**AGENCY:** Rich County (Utah). County Clerk

**SERIES:** 9914

3

**TITLE:** Marriage license applications

**DATES:** 1888-

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

**AUTHORIZED:** 08/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

**AGENCY:** Rich County (Utah). County Clerk

**SERIES:** 9914

**TITLE:** Marriage license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Rich County (Utah). County Clerk

**SERIES:** 9913

3

**TITLE:** Marriage licenses

**DATES:** 1858-

**ARRANGEMENT:** Numerical by license number

**DESCRIPTION:**

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1995)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

**AUTHORIZED:** 08/19/1991

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Rich County (Utah). County Clerk

**SERIES:** 9913

**TITLE:** Marriage licenses

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public